

LISTENING

Listening is one of the four language skills and it is probably the most important language skill, efficient listening means the ability to distinguish between human sounds known as phonemes, the sounds of animal and sounds of objects. Listening means hearing the sound with a certain level of attention. The listener must be aware of the importance of listening well, he must have a purpose for listening and he must understand that hearing is not the same with attention.

Listening is vitally important, for instance; a bad listener is unlikely to be a good speaker. This is because we often speak in response to a speech made by another person or to a situation, if we fail to perceive what our interlocutor is saying, our response may not be appropriate to the occasion.

LEVEL AND TYPES OF LISTENING

The level of listening and the type of listening involved in a speech situation and closely inter-related. You do not give the same attention when you want a simple information as when you intend to analyse a speech event and respond in a critical manner. It is the purpose of listening that determines the degree of attention, and both purpose and degree of attention will provide the classification for specific listening acts.

Four types of listening and usually identified, they are the critical, the informational, the attitudinal and the appreciative types of listening.

1. CRITICAL LISTENING

Critical listening is the process of paying close attention to what is being heard so that at the end of the utterance the listener will be able to re-state, when necessary, the content of the utterance.

This type of listening involves more active process. It does not involve listening for information, it involves analyzing and evaluating information.

Condition for Critical Listening Include:

- High level of attention
- Ensuring that the ears perceive the coming utterance
- Ability to filter out what amounts to irrelevance or repetition.

Critical Listening could take many forms including:

- Listening to an advertisement
- Listening to a story or report
- Listening to a poem
- Listening to a debate or an argument
- Listening to some instruction or lecture

2. INFORMATIONAL LISTENING

This is the most common type of listening that we do. We listen for a message, for instruction about how to do certain things, how to operate a gadget etc. Students listen to lectures and take note of essential points which they may later develop into full fielded notes.

This kind of listening in which the listener receives new information or facts, for instance, in a class discussion or an informative speech what you listen to others. The major reason for this kind of listening is to acquire information. It is our duty as good listeners to sort out the relevant points from irrelevant points, to recognize main idea and take careful note of them.

From the above, it seems clear that instruction the teacher gives in class to direct students to do certain things, the announcement made at the department or arrival halls or an airport, the message of the town crier, the priest or imam etc. belong to *informational* type of listening. The listeners receive information from all those spoken messages about certain things. They are expected to know or do.

3. ATTITUDINAL LISTENING

Attitudinal listening involves factors (or things) which affect listening. These factors could be environmental or individual. The factor is environment when it involves the place where listening takes place. It will be concerned with whether the place is noisy or quite, comfortable or uncomfortable. Such considerations affect the level of efficiency in listening. But the individual listener is more involved than the environment. For example, the listener must be aware of the importance of listening well, he must have a purpose for listening and he must understand that hearing is not the same thing as listening.

4. APPRECIATIVE LISTENING

Appreciative listening requires more than merely getting general information from a speech event. The appreciative listener is able to see how the speaker makes his words and effect to the meaning intended. This type of listening is often needed in listening to a poem, a song, a story, a statement, an argument etc. This is the kind of listening when we listen for enjoyment, e.g. listening to music, T.V., radio for entertainment or amusement. It requires momentary concentration; this step is above the hearing.

FACTOR THAT ENHANCE EFFICIENT LISTENING

- Interest
- Listening environment
- Purpose for listening

1. INTEREST - An individual will listen profitably if the topic is of interest, he is likely to listen with full attention.

2. LISTENING ENVIRONMENT - is also an important factor if a listener is in a quiet, relaxed atmosphere with minimal distracting noises, he is likely to concentrate and to follow readily his listening material.

3. PURPOSE FOR LISTENING - is another factor that enhances efficient listening. A clearly set purpose at the beginning of the listening, enables the listener to concentrate and to actively allocate his attention to information of relevance to his purpose.

Purpose setting also enables him to know whether his listening has been successful.

IMPEDEMENT

Listening may be impeded if the physical situation for listening is not conducive or if the listener suffers from some listening impairments or if the listener is not psychologically prepared for the listening task. This implies that the impediments to efficient listening can be grouped into three broad categories:

- Physical state
- Physiological state
- Psychological state

1. PHYSICAL STATE - this refers to the place where listening task takes place. If the place is too hot or too cold, people listening will feel uncomfortable and efficient listening will be impaired. If the place is too noisy, the environmental noise might prevent the listeners from hearing the given speech very well. And we cannot process what we do not hear. Also a place where there is frequent movement of people or object is not conducive for effective listening. The movement will distract attention from the speaker and from the listening task.

2. PHYSIOLOGICAL STATE - This refers both the listener and the speaker. The speaker is also an important factor in efficient listening. If the speaker has a speech defect and cannot articulate his words very well the listener will not be able to hear most of the words.

If the listener too has hearing impairment, most of the world will not be understood by him, because he will not have sufficient speech cues to process the entire message.

3. PSYCHOLOGICAL STATE - this has to do with the listener to the speech event and the speaker. The listener does not like the speaker, he will either not hear most of what is said or he will misinterpret most of what he hears. If the attitude is positive, the listening is likely to be efficient. But if the attitude is negative, then the listening will be inefficient. The positive and negative attitudes apply to the topic as well. When listening to a topic we like or we are interested in knowing about, we will listen with rapt attention. But if we have to listen to what does not interest us, we will not give sufficient attention to the speech and most of the message will be lost on us.

Our purpose of listening may also provide a kind of motivation and determine the amount of attention we give to the speech. If the purpose is important to us, we give maximum attention even in an unstimulating condition. But if the purpose is casual, we are likely to forget most of what we hear as soon as the speech is over.

DEFINITION OF LISTENING

(1971) defines listening as the selective of attending to hearing, understanding and symbols. Listening is this a perceptual process which centres on, but which is not limited to sound. It is a process that begins before and continues after our ear receive aural stimuli.

LISTENING MODEL

According to Taylor (1977) there are three hierarchical stages in the listening process; hearing, listening and auding.

* **Hearing** - is the physical process of receiving and modifying sound waves in the ear.

* **Listening** – refers to awareness of speech sounds and the processing of those sounds into meaningful unit. It involves the ability to organize and associate sounds in relation to one's background of experiences.

* **Auding** - is the term used to indicate a higher level of mental involvement that result in understanding or feeling. In auding one transfers the flow of words into meaning using one's full range of critical thinking skills.

BAD LISTENING HABIT

i. Pre-occupied Listening - The listener is not ready to listen since he or she is pre-occupied thinking of other things.

ii. Pretend Listening - The listener gives the impression of listening by maintaining eye contact but is actually not attending to what is being said.

iii. Brick wall Listening - listener disagrees very strongly with the message so much that he/she felt unable to listen.

SPEAKING SKILLS

Public Speaking - is when you stand before an audience and deliver a speech in a formal or an informal occasion. For many people, speaking in front of a large audience is a daunting

task, to it is quite natural become very nervous (though with effective training this could be overcome).

1. Speaking to Inform - when a person gives a speech before an audience to impart information of a particular topic or issue it said to be an informative speech. Business presentations, seminars in college, class presentations in schools are some examples of informative speeches. Adequate research needed.

2. Speaking to Persuade - Persuasive speeches are those where one tries to persuade or convince a group of people. These speeches aim to influence and change the opinions of the audience. This can be a difficult task as you would be facing a group of people who may have totally opposite views from your own.

3. Speaking to Actuate - is a higher level of persuasive speaking. Here, the speaker goes a step beyond persuasion and convincing. The aim is to motivate people enough to take a specific step to act. This is a powerful level of speaking. This type of speech is common in conflict (war) situation. It is also seen in action whenever a speaker not only tries to garner support for some cause or reason but wants the people he is speaking to join him in actualization through concrete action. It is characterized by a show of charisma, very strong words, and great emotional involvement.

4. Speaking to Entertain - Ceremonial speeches are another form of public speaking usually given at wedding, funerals, graduation parties, retirement parties etc. one gives these speeches for people one knows and it would be great if one brings in stories and incidents about the respective person. The speech can be humorous, touching or emotional, as per the occasion.

ORDINARY ENGLISH CONVERSATION

These are such discussions we engaged in at our homes, market places, fishing, hunting, playing, transit, in campus and other informal settings with our friends, family members, classmates, strange persons etc. to improve your English conversation, speak short sentences on daily basis with your family members, friends and relatives etc. When you try speaking English conversation at home you are able to communicate with your client, teacher and other people relative with different profession with full confidence.

As English become an international language. To learn English conversation you must follow the following sentence:

Be friendly	Be polite/flexible	Don't be dogmatic
Be gorgeous	Don't argue unnecessarily	Don't be an egoist
Think before you speak	Don't be insincere	Don't mumble

These are the sentence which you must remember in your communication. Now, focus on these mistakes people often make in their conversation.

Avoid too much slang

Use it only when it gives vigor to your talk

Eliminate superfluous work from your speech

Avoid exaggeration

Don't tell your personal experience awkwardly

GREETING INFORMAL

Good morning	Good afternoon	Goodnight
Good noon	Good evening	Sweet dreams

TRADITIONAL CONVERSATION

Pleased to meet you	Nice to see you
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ETIQUETTE OF DEPARTURE

Have a nice/good day	Ok see you again	So long	Bye Good bye
Good day to your sir	Farewell	Hope to see you again	

USE OR 'KINDLY' OR 'PLEASE'

In the English conversation, use of *kindly* or *please* when you want to ask anything and when you want to take something from other. Then you use *please* or *kindly* without use of these words communication is ineffective.

Give me a cup of tea Give me your book what is the time?

USE OF THANK YOU

Use of thank you, thanks when someone does anything in behalf of you, then you use *thank you* or *thanks*

Thank you or thanks Thank you very much Many many thank to you

USE OF NO THANKS

When someone offers you anything and you have no need it.

Then you use *no thanks*

USE OF FINE

When you do something for someone in this he/she says you *thanks you*, then you use following words in reply:

It's fine my pleasure

No mention welcome/you're welcome/most welcome

It's all right

Note: last sentence mostly use for sentences.

USE OF SORRY

If you do mistake or anyone bear lose due to you or you don't arrive at a time then you say *sorry*.

USE OF EXCUSE ME

When you interrupt someone when you have guest or gathering then you use *excuse me*.

Hopefully, these conversation lists will help you to enhance your English skills instantly. Don't be panic during English conversation because your confidence is your aim.

5 WAYS TO IMPROVE YOUR JOB INTERVIEW COMMUNICATION SKILLS

Prove yourself during your interview. First impression lasts (You must dress properly for the interview, smile, be clean etc). there is your resume and qualifications. How well you communicate with your interviews is an indication of how personable you are, and the employers want to hire people that are personable. Below are several different tips for improving your ability to communicate at your job interview.

Communication Tips for Applicant

• Start Strong

Talk loudly and confidently and never allow the nervousness kicking in.

• Talk First

Introducing yourself to people first is a good way to make sure that communication is instigated right away when you meet someone new, make an effort to introduce yourself first and engage in pleasant conversation.

• Make Eye Contact

People feel you are friendlier when you make eye contact, part of communication is body language, so this is important if you want to make sure the interview (and anyone else you meet) appreciates your company.

• Be Friendly

You want people to like you in general. Being friendly is the best way to do this, people like nice people this is also means that you should refrain from sarcasm, since sarcasm - no matter how funny - has a natural unfriendly quality it.

• Engage in Discussion

Interestingly, one of the best ways to open up great communication is to present a disagreement up for discussion. As disagreement not agreements stimulate, good discussion. Don't be afraid to disagree with your interview provided you present your argument in an interesting and friendly way.

• Good Communication Will Help You Get a Job

Your ability to communicate is on trial at your job interview. If you can hone your communication skills, you should be able to impress employers with your intelligence and personality. Using the above tips, you will be able to engage in conversation and help yourself appear interesting to the interviewer.

• Take Away Interview Tips

Practice speaking first and often, don't be afraid to disagree; watch your body language and stay friendly.

• Public Speaking (Becoming a Confident, Compelling Speaker)

Communicate to a large audience with confidence and clarity. We all have to speak in public time to time. We can do this well or we can do this badly, and the outcome strongly affects the way people think about us. this is why public speaking causes so much anxiety and concern.

• The Importance of Public Speaking

Even if you don't need to make regular presentation in front of a group, there are plenty of situations where good public speaking skills can helps you advance your career and create opportunities. For example, you might have to talk about organization at a conference, make a speech after accepting an award or teach a class to new recruits. Speaking to an audience also includes online presentation or talks, for instance, where training a virtual team, or when speaking to a speaking to a group of customers in an online meeting.

Good public speaking skills are important in other areas of your life as well. You might be asked to make a speech at your friend's wedding, gave a eulogy for a loved one, or inspire a group of volunteers at a charity event.

In short, being a good public speaker can enhance your reputation, boost your self-confidence and open up countless opportunities.

However, while good skills can open doors, poor ones can close them. For example, your boss might decide against promoting you after sitting through a badly-delivered presentation. You might lose a valuable new contract by failing to connect with a prospect during a sales pitch. Or you could make a poor impression with your new team, because your trip over your words and don't look people in the eye.

Make sure that your learn how to speak well!!!

• Strategies for Becoming How to Speak

The good news is that speaking in public is a learnable skill. As such, you can use the following strategies to be better speaker and presenter.

1. Plan Appropriately - First make sure that you plan your communication appropriately.

2. Practice - There is a good reason that we say *practice makes perfect*. You simply cannot be a confident, compelling speaker without practice. To get practice, seek opportunities to speak in front of others.

3. Engage With Your Audience - When you speak, try to engage your audience. This makes you feel less isolated as a speaker and keeps everyone involved with your message. If appropriate, ask *leading question*, target to individuals or groups, and encourage people to participate and ask question.

4. Pay Attention to Body Language - If you are unaware of it, your *body language* will give your audience constant, subtle clues about your inner state. If you are nervous, or if you don't believe in what you are saying, the audience can soon know. Pay attention to your body language, stand up straight, take deep breaths, look people in the eye and smile. Don't lean on one leg or use gestures that feel unnatural.

5. Think Positively - Positive thinking can make a huge difference to the success of your communication, because it helps you feel more confident.

6. Cope With Nerves - How often have you listened to or watched a speaker who really messed up? Chances are, the answer is *not very often*. First, make an effort to stop thinking about yourself, your nervousness, and your fear. Instead, focus on your audience, what you are saying is *about them*. Remember that you are trying to help or educate them in some way, and your message is more important than your fear. Concentrate on the audience's wants and needs, instead of your own.

7. Watch Recordings of Your Speeches - Whenever possible, record your presentations and speeches. You can improve your speaking skills dramatically by watching yourself later, and then working on improving in areas did not go well. As you watch, notice any verbal stalls, such as "um" and "like". Look at your body language are your swaying. Leaning on the podium, or leaning heavily on one led? Are your looking at the audience? Did you smile? Did you speak clearly at all times?

THE ANXIETY TRICKS

The anxiety trick is behind most of the trouble people have with chronic anxiety. Have you struggle to overcome an anxiety disorder, only to get disappointing results, or even feel worse over time? You are being fooled by the anxiety trick.

This is a terribly common occurrence, and people mistakenly blame themselves for it. Here's more accordance, and helpful way to understand this common and frustrating problem. What is an anxiety disorder? It's you getting tricked into feeling powerful fear in the absence of any danger.

How Can You Overcome The Anxiety Trick?

Anxiety is a healthy and normal emotion that everyone feels from time to time. When trying to overcome anxiety you should not try to eliminate your feelings of anxiety but should aim to develop your coping mechanisms when you do feel anxiety. Having the ability to cope with anxious thought is the key to overcoming anxiety. Do not let anxiety define you.

Method: Try Proven Anxiety-Reducers

1. Breathe Deeply - When you get anxious, your breathing quicken, which reduces the amount of oxygen your brain gets. This makes it more difficult to think clearly and form logical reasoning. Take a moment to focus on taking deep belly breath. In hale for 4 seconds, hold the breath for 4 seconds, and then release it for 4 seconds. Doing this for 1-2 minutes should

to calm your nerves quickly.

2. Take Some Minute to Exercise - Whether anxiety has just struck or you are chronically anxious, exercising is sure to help. Physical activity releases endorphins which increase happiness, and reduce control a stress producing hormone. As soon as start to feel anxiety hit, go workout or take a walk. Aside from immediate treatment, regular exercise will decrease the amount of anxiety you feel over time.

3. Meditate or Pray: Consciously taking your thoughts off of your stressor and focusing them inwards on something peaceful will reduce your anxiety and fear immensely. When anxious thoughts start to hit, retreat inwards and repeat a positive mantra to yourself or pray. Focus entirely on this, and eventually your anxiety will evaporate on its own.

4. Keep a Healthy Diet - Although it may seem silly to link your anxiety to what you ate for breakfast, the foods you eat have an impact on your mental functioning. Studies have shown a correlation between unhealthy eating and high anxiety and stress. Try to incorporate more fruits, veggies, and whole grains into your daily diet. Get tested to make sure you don't have any food allergies that may be triggering your anxiety as well a common experience.

5. Take a Magnesium Supplement - Magnesium works in your body to reduce the effects of anxiety from regular worries to panic attacks. If you have a magnesium deficiency, you may be more anxious than you should be. Grab a magnesium supplement from a local health foods store and see if it improves your mood.

6. Try a Herbal Remedy - You don't have to rely on chemical filled medications to relieve your anxiety. Instead, try an all-natural herbal remedy. Many scientific studies have shown a strong correlation between reduced anxiety and taking supplements of St. Johnswort, valerian root and chamomile. Try one of these supplement before heading for heavier medications.

Why Eye Contact is Important during Conversation?

The old saying that *eye are a reflection of your inner self*, holds true in most cases. Eye contact can be referred to as direct look when we are talking and trying to make a point. In communication we avoid a direct look from another person if we have something to hide. The police use it as a means to detect if the person is telling the truth or not.

Eye Contact in Events

Our eyes also reflect our sincerity, integrity and comfort when communicating with another person. Which is why having good eye contact while conversing is the indication that, the communication has gone on well. How is eye contact related to events? Well, events are a form and means of communication, be it to send out a message, to educate or event to introduce. A good event management company will realize that eye contact during communication and speech is important.

Take for instance a presentation event where a speaker and an audience. One of the main items of importance during event planning will be the camera and projection screen. Another item of importance is the cameraman. One point to note is that you can obtain a good event management app to manage your checklist for all these items. Notice how during the presentation the cameraman will focus on the face of the speaker. On cue when the speaker makes a point, the cameraman will focus on the

speaker's eyes. This is to establish a contact between speaker and audience.

Eye and the Body Language

Eye contact is a form of body language which is important during communication. How we present ourselves and communicate with others aside from talking is by our body language. Our body language speaks more than words which than logically accounts for a bigger percentage of our communication skills. Therefore our eyes speak volumes about us and how we communicate.

Some points to remember while communicating and why eye contact is important are:

1. Surprise! Eye contact is a sign that you happen to be a good listener! Now what has the eye got to do with listening? When you keep eye contact with the person you are talking to it indicates that you are focused and paying attention.

2. Your eyes are a way of building a connection with the person. This could mean you like that person. You feel comfortable talking and communicating with the person or you just are plain falling in love with the person! Either way, the eyes say it all.

3. Avoiding eye contact could also mean that you do not want the person you are speaking with to know too much. It could be that you may not like the person. You do not want the person to know you like them or you do not feel comfortable with that person. These are the negative impacts of avoiding eye contact.

4. A big part of eye contact is building trust. A person with whom you are talking to will be more likely to trust and respect you as eye contact indicates an openness in communication. It also tells the other person "*Hey! I am confident and self-assured, you can trust me.*" So if you hope to land that big contract or project, be trust-worthy!

Practicing good eye contact is a skill for effective and vital communication and is mostly under-rated and under-utilized. Keeping eye contact with the person you are talking to indicates interest and saying to the person "*You are important and I am listening*". It is one of the *unseen* tools to use in any even communication.

10 Reasons Eye Contact Is Everything in Public Speaking

1. Focusing your eyes helps you concentrate when your eyes wonder, they take in random, extraneous image that are sent to your brain, slowing it down.

2. When you fail to make eye contact with your listeners, you look weak, less believable and less confident.

3. When you don't look people in the eye, they are less likely to look at you. And when they stop looking at you they start thinking about something other than what you are saying, and when that happens, they stop listening.

4. When you look someone in the eye, he or she is more likely to look at you, more likely to listen to you, and more likely to buy you and your message.

5. When you look a person in the eye, you communicate confidence and belief in your point of view. One of the most powerful means of communicating confidence and conviction is sustained, focused eye contact.

6. Sustain, focused eye contact make you feel more confident and act more assertively. It may feel weird at first, but when you practice, it becomes a habit that gives you power.

7. When your listeners see your eyes scanning their faces, they feel invited to engage with you. They feel encouraged to signal to you how they feel about what you are saying with nods, frowns, or skeptical raisings of their eyebrows.

8. As a result, your listeners are transformed from passive receivers to active participants. Your monologue takes the form of a dialogue, albeit one in which you speak words while they speak with gestures and facial expressions. Your speech or presentation is suddenly a conversation.

9. However, to have a successful dialogue with your audience, you must respond to what your listeners are signaling. So, for instance, when you see skepticism, you might say *I know it seems hard to believe, but I promise you, the investment makes sense. The data bears it out*".

10. Finally, when you look someone in the eye for three to five seconds, you will naturally slow down your speech which will make you sound more presidential. In fact, you will find that you are able to pause, which is one practice that has helped President Obama become a powerful and effective orator.

Looking into the eyes of others may make you feel as if you are staring at them, but you are not doing any such thing. You are simultaneously being assertive and empathetic, because you are asserting your opinion and then watching their faces to understand their response. With practice you will master this important skill and turn it into a behaviour that will serve you well in all areas of your life.

READING SKILLS

The concept of reading is one the most important tasks undertaken in various academic contexts. The students are expected to be able to read printed or written materials with the goal of comprehension. These activities are done either silently or aloud. Thus, the term reading has been defined by many linguists in different ways. Robert (1969) states that **reading is not merely a mechanical response to symbols; it is a process whereby symbols are interpreted and placed within a wider structure of language.** Reading can as well be interpreted as conscious looking at written or printed symbols with the aim of delivering information or knowledge about something.

Like other language skills, reading forms part of information system. Every reading involves information acquisition. This is because every writer has a message to pass across to his audience. However, many people read for various reasons. Some people read for *relaxation* and *entertainment* while others read in *search for specific information*. Apart from serving as a source of information, reading is an instrument of thought, and has an important bearing on our ability to think. Through reading we understand other people's thoughts, feelings, desires and cultures

READING SKILLS

To be an effective reader is a gradual process. These are some of the reading skills needed to facilitate effective reading.

a. Word Recognition - This is the initial stage of reading. The printed letter(s) and their combination into sounds. Written letters) - speech sound. This skill is needed by all readers to enhance vocabulary development to enable them to derive meaning from what they read.

b. Comprehensive Skill - these skills are vital for any comprehensive to take place and they are of different level:

- i. **Literal and Interpretive** - this enables the readers to extract information of a given material, recall such information and analyze it.
- ii. **Ability to Draw Inference** - this skill involves reading between the lines in order to be able to understand the gist. This skill helps the reader to tell from the printed material, the word and intention of the author or character, the time of an occurrence. It also helps the reader to work out meaning the strange words from context.
- iii. **Ability to Evaluate (Critical Reading Skill)**: this evaluative aspect of the reading testes the ability of the reader to do a comparative study in which he is able to reject what he believes is not true and accepts the beneficial aspects in a written text. The reader can draw his opinion or pass judgment on a particular situation.

Ways Readers Process Reading Comprehension Materials

Effective readers are engaged in several activities when read in order to process is being read.

i. Activate prior knowledge when skilled readers come into contact with reading materials for the first time, they intentionally or unintentionally summon background knowledge that they have in relation to the topic.

ii. Set a Purpose for Reading: this involves establishing what readers expect to get for reading (reading for gist, reading for specific information, treading for inference, reading for entertainment etc).

iii. Decode Text into Words and Meaning - this includes strategies for defining unfamiliar words using context clues or word parts (e.g. prefix, suffix, roots ect).

iv. Make Predictions - from the moment skilled reader picks up a book or comes in contact with a written text, they start making predication about it. They make prediction about its content, quality and initial reaction to the text. As reading continues, they continue to check and revise their initial reaction and predications.

v. Visualize - this is the ability to visualize what they are reading. While reading they create a mental picture of the setting, issues, ideas etc. the reader immerse themselves in the visual world of the text.

vi. Ask Question - good readers make the habit of asking question while reading. They ask questions about the text, the writer, their responses, opinions and reactions to the reading.

vii. Monitor Understanding - skillful readers constantly monitor how far they make sense of the text. If something does not make sense, they unpack it and take a closer look.

viii. Apply What has been Learnt - both during and after reading, skillful readers are constantly asking themselves. How can I use these information? What does this text mean to me? How can I apply this to my life? Is this relevant to other situation or circumstance?

READING TECHNIQUES

There are different techniques in reading as there are types of reading. The technique you choose will depend on the purpose. For example, you may read for pleasure, information or to complete a task. If you are exploring or reviewing, you might

inform you might skim a document. If you are searching for specific information, you might scan for a particular word. Many people consider skimming and scanning as search technique rather than reading strategies. Thus, the technique include: speech reading, skimming and scanning.

a. SPEED READING - as past reading skill, involves the ability to read a particular write-up a short time. A reader who possess the following bad reading habits will find it difficult to acquire these techniques. Some of these techniques are:

- **Finger tracing or pointing at words**: this is a case of tracing the word in the text with one's finger or pen as one reads.
- **Regression**: this is a habit which involves glancing back to re-read words, phrase, sentences and even paragraphs that were already read in an attempt to understand the intended message.
- **Head Movement**: A poor readers does not only set his eyes form one word to the other in an attempt to see all the words in a line but also moves his head as he reads along lines of print.
- **Vocalization and sub-vocalization** - the case of a reader moving this tongue and other vocal organs and read aloud for himself.

b. SKIMMING - this is used to quickly identify the main ideas of a text. Thus, it involves running your eyes over a text to get a gist of it. When you read a newspaper, you are probably bot reading it word-for-word unless you are scanning the text. Skimming is done at a speed three to four time faster than normal reading people often skim when they have lots of materials to read in a limited time. We use skimming when we want to determine if an article may be interest in our research.

Also, when a biology student goes to the library looking through the shelf; he eventually comes to the biology section and skims the titles. One title reminds him of a recommended book by his teacher. His purpose is to find out whether the book is actually the one. That purpose requires him to look for the following information:

- The author
- Year of publication and publishers
- Table of content
- Index

There are many strategies that can be used when skimming. Some people read the first and last paragraphs using heading, summarize as the move down the page or screen. You might read the title, subtitle, subheadings or illustration.

Skimming Procedures:

- Read the title
- Read the introduction or the first paragraph
- Read the first sentence of every paragraph
- Read any heading or subheading
- Notice any picture, chart and graph
- Read the summary of last paragraph

c. SCANNING - is a technique used in search for a particular information, which is supposed to be located in a written material. For example, when you are looking for a particular name or looking for keywords or ideas. In most cases, you know what you are looking for, so you are concentrating on finding a particular answer. Therefore, scanning involves your eyes quickly down to the page seeking for specific words and phrases. Scanning is also used when you first find a resource to determine whether it will answer your question.

Before you set out to scan a text, you must be sure what items of information you are looking for scanning requires rapid reading of a text in order to get the major points he needs about a given topic:

Scanning Procedures

- State the specific information you are looking for
- Try to anticipate how the answer will appear and what clues you might use to help you locate the answer.
- Use headings and any other aid will help you identify which sections might contain the information you are looking for.
- Selectively read and skip through sections of the texts.

TYPES OF READING

There are different types of reading as there are different types of activities to achieve reading activities are not just carried out in any form. Each of them is by what reader wants to get from the material he reads. Therefore, the reader's purpose determines the types of reading to be done. The following are some of the types of reading.

a. READING FOR SPECIFIC PURPOSE - we engage ourselves in reading or written and printed materials as text books, letters, text messages, lecture notes, newspapers, magazines, notices etc. to examine our purpose of reading, we look at it under three major objectives:

- Searching for knowledge** - through reading, one is able to acquire knowledge about different things we search for specific information through reading from a variety of texts and others reading materials to obtain information for research work, to communicate with writers to get more knowledge or more knowledge or more our ideas, to gain language skills etc.
- Gaining Experience** - we read to gain experience and expand our ideas and outside our immediate environment. We read to assimilate ideas and opinion of other people and merge our previous experience with the views of the writers.

b. INTENSIVE READING - an intensive reading involves a detailed or close examination of given text with the aim of getting the full meaning. The concern of the reader here is the study of those features of language which he draws on in order to decode message. These features are syntactical and lexical. The syntactical features mean arrangement of words in sentence to convey message, while lexical features mean what the words stand for and how they are used in conveying the message.

c. EXTENSIVE READING - this is a type of reading in which the reader goes beyond the recommended text. It aims at covering a large number of texts within the shortest possible time. An extensive reading gets his vocabulary developed and also increases his power of speech and effective language expression. He reads and speaks fluently and also writes precisely. An extensive reading increases the knowledge of the reader and widens his world view in to the world events. He also gets the idea on other people's thought, beliefs, culture and emotional feelings.

He gets to know about the current affairs through reading periodicals.

d. READING FOR INFERENCE - is a critical reading for

comprehensive. The information acquired in this type of reading is purposely meant for meaningful fusion and assimilations. The facts in the text are presented with presuppositions.

This means, while some facts are presented, certain issues are embedded in the facts which though presented are not directly expressed. Therefore, it is the duty of the reader to think deeply to reason but from the evidence supplied to arrive at the fact not supplied.

e. READING FOR VOCABULARY DEVELOPMENT - reading vocabulary development needs concentrations, patience, care and attention because it involves many processes. In order to achieve success in language study, one has to be friendly with a good dictionary, this is because there is surely the need for such person to consult dictionary from time to time.

Since the term *vocabulary* means all the words one knows, learns or uses in a language to develop one's vocabulary, one then has to keep dictionary and also knows its uses.

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SIMPLE TIPS FOR EXAM

- ✓ Revise all that you have studied
- ✓ Deal with your stress, eat well (healthy), meditate, exercise and get sufficient sleep
- ✓ Take your exam with full confidence
- ✓ Be at Exam Hall 30 minutes to the exam time
- ✓ Shun away from any form of exam malpractice
- ✓ Put your phone away from the Exam Hall
- ✓ Read the instructions and each question carefully
- ✓ Answer clearly what each question requires
- ✓ Pray and study more.

EXAM MODE

- ✓ Less chats
- ✓ No watching movies
- ✓ No outing
- ✓ No distraction
- ✓ No tire for study

NASELS wishes you all the best. May you succeed in your exams.

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